

City of Belle Isle
PERFORMANCE AND DEVELOPMENT APPRAISAL
City Manager Self-Evaluation

For Evaluation Period April 2020-July 2021

Directions: Your responses to these questions must be completed and attached to your performance and development appraisal self-evaluation. Additional pages must be added as necessary.

1. What progress have you made in accomplishing your goals and/or work assignments since your last evaluation?

During this last evaluation period, I accomplished the following (even though the Council and I did not set formal goals):

- a. I believe what I have accomplished during this time period, regardless of what I listed below, is my responsiveness and resiliency in being the City Manager, especially during the pandemic. I have dealt with just about every issue from major construction and drainage issues, issues involving the charter school and its politics, down to residents who complain about their neighbors. Residents seem to want to call me directly for very minor issues instead of going to the proper department, such as the park not being open, a neighbor's grass needs cutting, or someone is supposedly doing work without a permit. I don't mind fielding calls from residents, but it sometimes detracts from working on the bigger picture and future goals. What I have been responsive to the Mayor, the Council, and the Belle Isle residents for whatever they need.
- b. COVID 19 Leadership: Provided guidance and set policies for staff during the pandemic which allowed the City to remain functioning at a high level of service without serious illness to any of the staff.
- c. Oversaw the completion of the Gene Polk Park Project.
- d. Continue to find ways to provide a balanced budget to Council without a millage increase.
- e. Revised several ordinances to provide for clarity and better functioning of the City (Tree Preservation, Red Light Camera Usage, Sidewalk Pavers, Franchise Fee Agreement, Use of Golf Carts, Changes to Perkins Ramp Rules, Permit Fees, Annexation of County Roads, and others)
- f. Drafted RFPs and contracts for various goods and services including the use of piggybacking for Solid Waste Services, Red Light Cameras, Audio/Visual Upgrades, Street Paving, CCA HVAC Replacement, Impact Fee Study, Stormwater Improvements, Lobbying Services, Financial Advisor Services and others). Drafted the contracts for the services provided with these RFPs.
- g. Worked with Broker to acquire the Bank of America Building and worked on the financing for the purchase.
- h. Worked with Orange County to annex McCoy, Seminole, Judge and Daetwyler Roads into the City.

- i. Worked with Orange County Traffic on improvements to Hoffner including approval for installation of Flashing Beacon pedestrian crosswalks and for changes to the WaWa entrance.
- j. Worked with Nav Advisory Board to have the City reimbursed for \$97,000 in funding for stormwater projects.
- k. Continued to oversee the MS4 (storm water) best management practices and resolve, or develop plans for, storm water issues that have been ongoing for years (Lake Conway Shores, Cullen Lake Shore Drive, Wind Drift Road, Nela Ave, Wallace Ditch, Hafley Ditch, Stafford Avenue, Derine Way, Seminole Drive, St. Moritz, St. Partin Drive.)
- l. Completed improvements to Perkins Ramp, Venetian Ramp, and Swann Beach.
- m. Continued to provide for a work environment where the staff knows they are important, empowered, and their well-being is a priority. This has increased productivity and morale.
- n. I have been a primary participant in meetings where the City needs to show involvement (Nav. Board, County Board of Commissioners, County Planning, Orange County Traffic and Engineering, Orange County EPD, FLC, FCCMA, MetroPlan Orlando, ANAC Meetings, Orange County Emergency Management, Tree Board, P&Z, and Cornerstone Charter Academy).
- o. I continue to meet with residents at their convenience to discuss matters that are affecting their quality of life.

2. What other job-related accomplishments have you had that were not part of the goals set at your last evaluation?

I did not have formal goals, but not included in the discussion above:

- a. Continue to review policies and procedures that were either nonexistent or lacked clarity (policy for traffic improvements, purchasing, drug free workplace, false alarms, creation of advisory boards, consolidated fee schedule).
- b. Drafted initial new lease with CCA.
- c. Worked with Police Chief to establish a Police Pay Plan.
- d. Continue to work with FEMA for additional funding for mitigation projects.
- e. Continue to be a Certified City Manager (13th year) through the ICMA credentialing program.
- f. Completed annual Ethics Training
- g. I continue to uphold ethical standards of the ICMA.
- h. I continued to keep an open door for staff, Council, and the public.
- i. Continue working with properties outside the city to have them annex into Belle Isle.

3. What obstacles or setbacks did you encounter during the year? The most significant obstacle in this period was the myriad of misinformation that was being posted to Facebook groups. Personnel issues involving a key staff member.

4. **What do you see as your major goals (not in order of importance) for this next evaluation period?**

- a. Annexation of certain areas adjacent to the City
- b. Continue to work with Orange County on traffic issues, storm water issues, and jurisdictional projects
- c. Continue to add land to our open space/park inventory
- d. Review alternative funding sources to keep the millage rate at the same level, possibly lower
- e. Continue with City sponsored events
- f. Team with City Council to develop a strategic plan
- g. Continue to develop partnerships with outside agencies
- h. Re-establish Belle Isle as a major player in Orange County
- i. Develop a plan with options to move the Police and City Administration
- j. Work with Budget Committee and Finance Director to establish a better system of financial controls and reporting
- k. Continue my education through ICMA

5. **What can the City Council do to help you accomplish these goals?** If the goals listed above do not coincide with your goals, then we need to discuss your goals, because your goals are my goals. Continue to issue clear direction to me and the staff and continue to challenge us with questions. Although you may have a cause that you would like to champion, I ask that you bring it before the Council so it can be discussed as a group.

6. **What suggestions do you have for improving the effectiveness between you and the Council?** Continue to provide clear direction to me and the staff. Timely questions are important. I always support the Council and treat Councilors with respect. I continue to do so and expect you to continue do so in return. I also respect your priorities and I will make a better effort to be more disciplined in listening intently and following-up on your issues. Be timelier in providing information to Council. There were two instances where I should have been timely in communicating with the Council.

7. **Do you have specific training needs, which the Council can facilitate, and how will those needs help you in meeting your goals?** Continue with FLC, FCCMA and ICMA seminars and training opportunities. Attendance at FLC, ICMA and OCCMA conferences.

8. **Are there any other issues or comments you wish to share?** I truly enjoy being the City Manager of Belle Isle. I like the challenges that the new day brings and it is very rewarding to know that I have helped someone with a problem and hopefully made their life a little easier and a little better. Being the City Manager of Belle Isle is a tough, but rewarding job. Again, the City Council and I can be a great team and move the City in a very positive direction if we remain positive, stay above the fray, be professional and civil.



City Manager's Signature

July 26, 2021

Date